

UNITED STATES MARINE CORPS  
Logistics Operations School  
Marine Corps Combat Service Support Schools  
Training Command  
PSC Box 20041  
Camp Lejeune, North Carolina 28542-0041

MMOC 2207

STUDENT OUTLINE

PUBLICATIONS LIBRARY

LEARNING OBJECTIVES:

1. Terminal Learning Objective: Given the reference material, a scenario identifying a unit's equipment and publications requirements, the appropriate forms, TO & E, CMR, and support equipment, establish a publication control system, per MCO P4790.2, UM-MCPDS 5605, UM-PLMS, and NAVMC 2761. (3510.2.9)

2. Enabling Learning Objectives: Given the reference material, a scenario identifying a unit's equipment and publications requirements, the appropriate forms, T/O & T/E, CMR, and support equipment, per MCO P4790.2, UM-MCPDS 5605, UM-PLMS, and NAVMC 2761.

a. Use PLMS to audit the publications library control documents.  
(3510.2.9a)

b. Inspect library for missing and outdated publications.  
(3510.2.9b)

c. Identify deficient publications in MCPDS.  
(3510.2.9c)

d. Identify proper procedures for publications changes to include the automated NAVMC 10772. (3510.2.9d)

e. Supervise the maintenance and distribution of publications.  
(3510.2.9e)

f. Identify User's Logistics Support Summary (ULSS) requirements.  
(3510.2.9f)

OUTLINE:

1. MARINE CORPS PUBLICATION LIBRARY MANAGEMENT SYSTEM (PLMS)

a. PLMS is a logistics system, intended to assist units with establishing an effective internal publications distribution and retrieval program. This program ensures publications being received and maintained are essential and not duplicated. PLMS is not a portion of Marine Corps Publications Distribution System (MCPDS).

(1) PLMS is updated from the SL-1-2/1-3 and distributed quarterly. Marine Corps Base Quantico VA extracts the information from the SL- 1-2/1-3 on magnetic tape from MCLB Albany GA and writes it into its internal files. The updated PLMS is made available for distribution to the using units.

(2) PLMS is sponsored by Administration and Resource Management Division, Headquarters Marine Corps. The printing management and Logistics Branch (ARD) is responsible for the continued distribution and use of PLMS.

b. PLMS Menus. There are several menus to PLMS. All functions within PLMS are accessed through these menus.

(1) Like most information systems, PLMS has a main menu or starting point, in which the user types the number corresponding to desired options, and then press enter. The main menu will be similar to the one below:

PUBLICATION SYSTEM MAIN MENU

FILES CURRENT FROM 01 MAY 99

1. Edit Data
2. Make Reports
3. Quarterly Reconciliation
4. Order Publications
5. Edit Basic Unit Data
6. Save PL Changes to Disk
7. Save Library changes to Disk

Your choice->

(2) Sub-Menu for Edit Data. The first option on the PLMS is for (Edit Data). This option will in turn give the user another menu from which the user types the corresponding number for the desired option, and then presses enter. The edit data sub-menu is available to all PLMS.

EDIT DATA

1. Tech Format (SL-1-2/3)
2. General Format (SL-1-3)
3. Edit PL/IDL
4. Receipt for Pubs
5. Rollup Intermediate DCP
6. Read Section Required

Your Choice->

(3) Tech Format (SL-1-2/3). Selecting option #1 in the Edit Data Sub-Menu will bring the Tech Format data entry window to screen. This screen will contain information from both the SL-1-2 and SL-1-3. This screen will also contain information from the unit PL/UDL. This screen will default to the first record in the SL-1-2.

#### TECH FORMAT (SL-1-2/3)

##### SL-1-2 INFORMATION

PCN: 12200491000 Short Title: FSC 4910-IL M/F  
 Long Title: VEH MAINT &RPR SPEC EQPT  
 Classification: Date: 01 May 99 ID number: 01210A  
 (F6 for other ID#)

##### SL 1-3 INFORMATION

PCN: 12200491000 Short Title: FSC 4910-IL M/F  
 Long Title: VEH MAINT & RPR SPEC EQPT  
 Classification: Unclassified Date Last Changed:

PL/IDL O/O

NEA-YES (AltN)

LIBRARY Information for DCP

REQO/H

LOCATION 1/3/5/7 REQ O/H LOCATION 2/4/6/8 DOC

NUM

Require y 2 2 SUPPLY 2 2 ADMIN  
 523550049

Reqr 7 1 1 ARDE 2 0 ARDF

O/H 5 0 0 0 0

On Ord: 2 0 0 0 0

[I] d[P] cn [N]ame [D]el e[x]it F2 OH-Loc F3 Order F4 Doc Num F9 Bkwd F10 Fwd

(2) The Tech Format screen allows the user to execute several options with a series of "Hot-Keys." Hot-Keys are available at the bottom of each screen. Applicable Hot-Keys are a single key selected from a term by square brackets (e.g., the "X" in the word exit is frequently used as a Hot-Key and is offset as: e{X}it). The "F1" through "F12" keys are also used extensively. When these keys are used, they also appear at the bottom of the screen and are followed by

an explanation of what pressing the screen and are followed by an explanation of what pressing the key will accomplish (e.g., F2 OH-Loc [means the cursor can be moved to the OH location field simply by pressing the F2 key). There are 12 hot-keys available on the Tech Format screen. They accelerate performing the following:

- (1) I = Enter ID number to search for using scroll list.
- (2) P = Enter PCN to search for using scroll list.
- (3) N = Enter short Title for search using scroll list.
- (4) D = Delete record from SECTION library.
- (5) X = Exit (Return to Main Menu).
- (6) F2 = Enter quantity of copies on hand, and their locations.
- (7) F3 = Indicate amount of copies to order through the MCPDS system.
- (8) F4 = Input document number (normally used for pubs ordered by letter).
- (9) F6 = List all ID numbers that the current PCN is associated with.
- (10) F9 = Left Arrow, scroll backward one record.
- (11) F10 = Right arrow, Scroll forward one record.
- (12) Alt+N = Toggle the indicator for Non Equipment Associated.

(b) The technical information is contained within the Tech Format screen about the publication. Using the I, P, or N Hot - keys the user can excute searches that will reveal other in formation. To search by ID number press the [I] hot key. A user would search by ID # when the ID# is known and the user needs to find the TAMCN, PCN, Short Title, or date of publication. For ID # 00035A find the following information.

- (1) TAMCN
- (2) PCN
- (3) Short Title

(4) Date

## 2. COMMAND RESPONSIBILITIES FOR PUBLICATIONS INVENTORY AND DISTRIBUTION CONTROL

### a. Inventory Control

(1) Each Marine Corps activity shall maintain or have access to publications sufficient in quantity and variety to enable it to perform its mission. The factors determining the size of an activity's inventory for publications include the following:

- (a) the mission,
- (b) number of personnel assigned or attached,
- (c) type and quantity of equipment held,
- (d) contingency plans, and the
- (e) physical layout of the maintenance shop and operations section.

(2) The establishment of the inventories and the requesting and distribution control of publications is within the responsibility of the unit's publication control point (UPCP), this is normally the S-1/Adjutant, but could be the supply section or as designated by the commanding officer.

(3) Commanding officers, officers-in-charge, and department/commodity managers are responsible for strict compliance with the "need to know" criterion, request and maintain only those publications required to accomplish the mission.

(4) To avoid maintaining obsolete publications, publications control personnel within the UPCP and section librarians should be familiar with the SL-1-2/1-3, NAVMC 2761 (Catalog of Publications), Marine Corps Bulletins, and Technical Instructions in the 5600 series. These checklists are the primary source from which to determine titles of new publications and those that have been canceled, superseded, or revised.

(5) Once established, the activities' Publications Listing (PL) will be reviewed and the publication quantities will be increased/decreased as requirements change.

b. Establishing an Individual Activity Code (IAC). Before a unit can receive a PL it must receive an IAC from CMC.

(1) An IAC is a seven-digit number that identifies an activity that has been given the opportunity to receive publications through the Marine Corps Publications Distribution System (MPDS).

(a) An IAC consists of a four-digit type Activity Code Number (ACN) that identifies activities of similar composition and a three-digit suffix identifying a specific Marine Corps activity.

1 EXAMPLE: IAC 4125001 is assigned to the 1st Battalion, 1st Marines. The ACN of 4125 identifies a type of activity which in this case is an infantry battalion. This ACN combined with the suffix 001 completes the IAC.

(2) IAC's are assigned by CMC (ARE). An activity must have approval of the senior command to request its own IAC. By virtue of having an IAC, an electronic, interactive listing of publications available for distribution to the activity is established.

(3) Requests for an IAC must be submitted via letter to the CMC (ARE).

c. Publication Control Number (PCN). A PCN is a number assigned to a publication and its changes and revisions. The first three digits of a PCN are referred to as a PCN-prefix. The PCN-prefixes categorize publications listed in NAVMC 2761, Catalog of Publications.

d. Publications Listing (PL).

(1) A PL is an electronic display of all publications in the Marine Corps Publications Distribution System (MCPDS). These publications are referred to as stocked publications. Each PL is unique because the system shows a value in the quantity field for only those publication control numbers (PCN's) for which an activity is currently on distribution. The PL changes when:

(a) The sponsor adds a new publication for the specific Individual Activity Code (IAC) through initial distribution, or

(b) the activity chooses to make additions, changes, or deletions to their PL.

(2) The PL is grouped into nontechnical and technical sections to support supply personnel, administration personnel, and other personnel with functional responsibilities.

(a) Nontechnical publications such as Marine Corps orders, bulletins, and so forth are numbered per SECNAVINST 5210.11, Standard Subject Identification Code, (SSIC).

(b) Technical Publications such as TM's, MI's, SL's, and so forth are categorized by Item Designator (ID) per tables of equipment (T/E).

(3) The publications requirements shown on the PL are both requirements of publications sponsors and the activity commander's desire for certain titles to appear on the inventory. This means that the PL will change whenever the IAC is included in the distribution for a new publication by a sponsor and when the activity requests one or more publications be added or deleted from the PL.

e. PL Management and Reviews

(1) Activity commanders are responsible for establishing an effective internal distribution and retrieval program that ensures publications received are essential and not duplicated. The methods employed in the performance of internal distribution and retrieval are at the discretion of the commander.

(2) Commands and activities assigned an IAC will review and update their PL, to include their mailing address, electronically.

(3) A PL reconciliation will be conducted by the S-1/Adjutant, unit publication control point (UPCP), MMO and commodity managers upon receipt of the quarterly issuance of NAVMC 2761, Catalog of Publications; the SL 1-2/SL-1-3, Index of Publications Authorized and Stocked by the Marine Corps; and Marine Corps bulletins in the 5600 series.

(a) The publications that I have just mentioned are the source from which to determine titles of new publications and those that have been canceled, superseded, or revised.

(b) Changes to the PL must be made to ensure that the mission essential criteria is met.

(c) Since information concerning new publications is simultaneously displayed to all IAC's when it is established by the sponsor, more frequent reviews are possible but quarterly reviews are considered minimally adequate.

2. ESTABLISHMENT OF PUBLICATIONS LIBRARY (INVENTORY) PROCEDURES.

a. A team, consisting of the S-1/Adjutant, who has primary staff cognizance in the area of publication control, the MMO, who has primary staff cognizance in the area of technical publications, and supply officer will develop the publications control system, and the executive and special staff and subordinate unit commanders who will operate the publications control system, will assist the commander in the operation of a system to control publications. There are four interrelated functional areas the UPCP and MMO will use in the development of the publications control system.

(1) Publications allowance control that determines what publications are required.

(2) Internal distribution control that identifies how publications are handled to ensure that the right publications get to the right place in the right quantity.

(3) Inventory control which dictates how publications are maintained once they are in the library.

(4) Requisition control which identifies how publication shortages are filled.

b. Allowance Control. The publication allowance control functional area consists of step-by-step procedures beginning with what and how many publications are required and ending with a PL update. There are three categories of publications involved in allowance control:

(1) Technical publications which are associated with specific items of equipment such as LO's, LI's, TM's, and MI's.

(2) Technical publications which are not associated with specific equipment like TM 4700-15/1, Equipment Record Procedures and FMFRP 4-34, which pertains to vehicle recovery procedures and stocklists like the SL-1-2 and SL-1-3.

(3) Nontechnical publications or directives to include orders, bulletins, and so forth.

c. The three categories of publications that I have just identified will be taken through a series of steps which will culminate in an update of the PL. The steps are as follows:

(1) Step 1, Determine Equipment. To ascertain what publications are required, first determine what equipment is rated or



supported by the shop/office. This is accomplished by reviewing the unit's T/E, activity allowance list, and any special allowances.

(a) An inventory control form (ICF) will be prepared for each type of equipment rated. For example, you would have a separate form for the Truck Cargo, M923, ID No. 08087A if the unit rated M923's.

(b) At this point, only those portions of the inventory control form showing the IAC, preparation date, equipment nomenclature, item designator (ID) number, TAM number, and quantity will be completed.

(2) Step 2, Determine Publications. The next step is to determine what publications are associated with each type of equipment rated. The most current copy of the SL-1-2 should be used to determine what publications pertain to each type of equipment.

(a) On the inventory control form, record all of the publications that are associated with that piece of equipment and within your unit's authorized echelon(s) of maintenance.

1 All modification instructions (MI's) should be maintained regardless of the echelons of maintenance authorized. MI's are required for the effective operation of the modification control and maintenance management programs.

2 Support maintenance units such as Motor Transport Maintenance Company and General Support Maintenance company are required to maintain all the publications for the T/E's of all units they are responsible for supporting.

(b) The cover page of your unit's T/O and any special maintenance authorizations granted by higher headquarters will indicate what your authorized echelons of maintenance are.

(c) Now that the required publications have been identified, they should be recorded on the inventory control form.

(3) Step 3, Determine Copies. The number of copies for each publication needed requires a judgment call based on how many libraries are to be maintained and how many copies are needed in each library.

(a) The factors to be considered in determining the number of libraries are:

1 The unit's concept of employment which is outlined in the unit's T/O.

2 Contingency plans and periodic deployments, as well as mobilization.

3 Shop organization and layout. Is the shop spread out over several buildings or is it centralized?

4 Working conditions. Is the publication going to be used in a clean shop, or will it be outside in the rain, snow, or around grease where it will only last a short time.

(b) The factors to be considered in determining the number of copies of each publication in each library are:

1 The quantity of each type of equipment to be supported by the library.

2 The number of maintenance/operator teams which may simultaneously require a given publication. An operator's manual and lubrication order should be available for each prime mover when it is placed in operation.

(c) Now that you have decided the quantity of each required publication, enter the quantity required per library and the total quantity required in the appropriate columns of the inventory control form.

(4) Step 4, Determine PCN's. The next step is to record the publication control number (PCN) for each required publication on the inventory control form. For technical publications that are equipment associated, use the most current edition of the SL-1-2 to identify the PCN.

(a) The determination of requirements for technical publications which are not associated with a specific item of equipment is not as clear as it is with equipment-associated publications. These publications will not normally be listed under an ID number in the SL-1-2. The use of other Marine Corps directives, inspection reports, personal experience, or a thorough review of the SL-1-3 will be required to identify those publications and their PCN's.

1 An inventory control form should be completed for publications (not equipment associated); however, the specific equipment information does not have to be filled out.

2 The number of copies is determined basically the same way as technical publications which are equipment associated.

(b) The determination of requirements for nontechnical publications, such as orders and bulletins, is also based on a series of judgment calls. The basic criteria for deciding whether or not a publication is required is the answer to the question, "Does this publication contain information I need to accomplish the mission of my maintenance/commodity section?" References to be used to identify the publication PCN are NAVMC 2761, checklists provided by all levels in the chain of command, SOP's, inspection checklists, reports and so forth. Nontechnical publication information should be recorded on the same inventory control forms used for technical publications not equipment associated.

(5) Step 5, Analyze Requirements. Now that you have decided what publications you need and how many, and recorded that information on the inventory control form, it is time to sit down and really analyze and refine your requirements for the various publication control numbers.

(a) On a sheet of paper, list the PCN's you require and the quantity. You may need to change some of your original quantities.

(b) Be alert to duplication, because some publications will apply to more than one type of equipment. (Example: TM 4750-15/2-4, Camouflage Paint Pattern; is listed under a few ID numbers; you may only need one copy for your library.)

(6) Step 6, Consolidate Unit Requirements. By this time, each maintenance/commodity section has worked up its requirements. The S-1/Adjutant and MMO should have a meeting with all section heads and commodity managers to consolidate all the unit's requirements for updating the unit's PL. As was previously mentioned, the method of internal distribution and retrieval is at the discretion of the commander.

(7) Step 7, Update the Publications Listing (PL). Once the consolidation is accomplished, the S-1/Adjutant should compare the internal distribution control form with the PL and initiate the necessary changes (additions and deletions) to update the PL. These changes will be made electronically by personnel in the publications control section using the Marine Corps Publications Distribution System (MPDS).

### 3. PUBLICATIONS LIBRARY (INVENTORY) CONTROL PROCEDURES

a. The procedures established in library (inventory) control must be used by the librarians and publications control personnel in the UPCP on a day-to-day basis to ensure that Marines have up-to-date publications available to them for daily tasks as well as operations and deployments.

b. Inventory control procedures must address the following facets of library management:

(1) The number of libraries to be established and their locations.

(2) The physical arrangement of different types of publications within a library.

(a) Nontechnical publications (Marine Corps Orders and bulletins) will be placed in three-ring binders in numerical sequence within each command (the latest bulletins will be placed in front of orders with the same Standard Subject Identification Code (SSIC)) or interfiled by originating activities in order of command seniority. Locator sheets appropriately positioned in the binder may be used to indicate the specific location of these publications if they are out of the library in use permanently at an individual work station.

(b) Technical publications may be arranged in two ways; numerical order by type of publication and/or type of equipment rated or supported.

(3) Deployment and/or contingency libraries. Procedures must be established to ensure that deployment and/or contingency libraries are identified, documented for embarkation, and arranged in such a fashion to support embarkation plans, extended shipboard operations, and operations ashore.

(4) Library inventory procedures. There are two types of library inventories: wall-to-wall and update.

(a) A wall-to-wall inventory consists of inventorying all publications in a given library. In setting up a publications control system, there will have to be a wall-to-wall inventory to initially establish what publications are on hand and a review of all pending requests conducted to determine what publications are on order.

(b) An update inventory should be conducted quarterly each time a new NAVMC 2761, Catalog of Publications and a SL-1-2/SL-1-3 are received.

(5) Library management documents. Procedures must be established relative to the forms and lists which must be used to manage the inventory control system. At a minimum, there will be publications inventory control forms, an internal distribution control document, and an inventory list attached to each deployment and/or contingency library.

(6) Check in/out procedures. Procedures must be established for keeping track of publications checked in and out of the library on a daily basis. You can use a log book, a locator sheet or any method that suits your particular situation.

(7) Publication changes. Specific instructions should be provided to librarians on how to enter changes to the different types of publications and how to update records to reflect new publications or new changes.

(a) Nontechnical publications. The change transmittal page will be filed in numerical sequence immediately following the signature page of the basic directive or the signature page of the latest change transmittal. A written notation of each change should be entered after the SSIC on the letterhead page of the basic letter-type directive. (Example: Marine Corps Order 1500.40 w/ch 1, err to ch 1, ch 2.) In addition, on classified directives, enter the change notation on the locator sheets; and for manuals on the "RECORD OF CHANGE" page. There is no need to annotate the basic promulgation page of a manual-type directive.

(b) Technical publications. The transmittal page, directing a change to the basic publication, shall be filed behind the promulgation page with the latest transmittal page on top. Annotation of the change is the same as with the nontechnical publications.

4. PUBLICATIONS REQUISITIONING CONTROL PROCEDURES. Requisition control consists of the procedures designed to ensure that publications shortages are properly identified and requested, and that pending requests are verified as being on order.

a. The identification of publications shortages is accomplished during a wall-to-wall or an update inventory. A visual inspection of the "Quantity On Hand" and "Quantity Needed" columns of the inventory control form is a way of beginning the requisitioning process.

b. Once all publications shortages have been identified, they must be requested. Publications control personnel within each commodity

must coordinate with the publications control section within the S-1 to ensure requests for publications are initiated.

(1) Stocked publications (publications listed in the NAVMC 2761 and SL-1-2/SL-1-3) are obtained in two ways:

(a) through initial issue by the publications sponsor;  
or

(b) ordering publications through the MCPDS. If there is a requirement for the basic publication and continuing distribution of its changes and revisions the following independent actions are necessary:

1 The title and quantity must be added to the PL by publications control personnel; and

2 an order for the publication is made on-line in the MCPDS.

(c) If a requirement for a publication is a one-time issue, the publication should be ordered without adding it to the unit's PL.

(d) Delivery of publications from the publication stock point takes two to four weeks if the publication is in stock. If the publication is not in stock, the system will inform the user the publication is not in stock and that it is placed on backorder.

(e) Separate requests will be made for each publication.

1 When the basic publication and all changes are required, only the basic publication will be requested. All changes will be furnished automatically.

2 When a specific change to a publication is required, only the change is requested.

(2) Requests for nonstocked publications, those publications not listed in the SL-1-2/SL-1-3 and the NAVMC 2761, except for those represented by PCN prefixes 710, 720, 730, and 740 in the NAVMC 2761, and the SL-1-2/SL-1-3 will be submitted by letter to the CMC (ARE) through the unit's publication control section, but continuing distribution of changes and revisions is assured by entering the PCN on the PL.

(3) If the requested publication is or is not in stock or is being shipped, the MCPDS will, through your PL menu "Review of Outstanding Orders," identify those publications requests that are to be processed for shipment or backordered and the date of the transaction.

c. Publications Validation Requirements

(1) Pending requirements for publications should be validated and reconciled between the requisitioner and the UCP in accordance with established local procedures.

(2) Individual librarians should take copies of their requirements for publications to the UCP, validate and reconcile the requirements using the PL to insure that all pending request for publications are still required and that they are on backorder or are being processed for shipment, and that cancellations and/or rejections are promptly researched and reordered if necessary.

5. RECOMMENDING CHANGES TO TECHNICAL PUBLICATIONS

a. The Recommended Changes to Publications/Logistics-Maintenance Data Coding, commonly known and referred to by its form number, NAVMC 10772, is used by all Navy and Marine Corps agencies to report deficiencies in technical publications. TM 4700-15/1 provides information relative to the purpose preparation and disposition of the NAVMC 10772.

b. Units/individuals who discover errors or deficiencies in a technical publication are responsible for submitting the NAVMC 10772.

c. As you can see the NAVMC 10772 is divided into two parts. To report a deficiency in a publication, the reporting unit/individual will complete the appropriate blocks as required in Part I. These blocks are:

(1) Publication No. Enter the publication short title and the publication control number (PCN) of the publication being reported.

(2) Publication Date. Enter the calendar date the publication was approved.

(3) Equipment Name. Enter the equipment name, type, model number, and NSN of the major weapon system, item or commodity that the publication is used with or on and indicate the NSN, type, model, series, and ID number of the system or item. If the publication is not equipment related, enter the publication title as application.

(4) Page No. Enter the page in the technical manual that the discrepancy is located on.

(5) Paragraph. Identify the paragraph from the reference that contains the discrepancy. For microfiche publications enter the section/ table.

(6) Figure No. Enter the figure number that identifies the deficient item on the page indicated, if applicable. For microfiche publications enter the frame location, such as D11.

(7) Item No. Enter the item number as indicated by the publication that applies to the deficient item, or group of items.

(8) What is Wrong and Changes to be Made. Enter exactly what is wrong with the item indicated and the recommended change that would correct the discrepancy. Be specific.

(a) Explain fully what is incorrect in the technical publication.

(b) Include recommendations/corrective action.

(c) If there is insufficient space on the form to complete your comments, use an additional paper and attach it to the NAVMC 10772.

(d) For commercial publications, provide a copy of the cover page and the page that depicts the part number and illustration.

(9) Submitted by. Print your name, grade, organizational mailing address, and Defense Switched Network telephone number in this block. This information is required by MCLB Albany, GA in order to return the NAVMC 10772 to the originator with the corrective action taken indicated on the form or to contact the originator for more information.

(10) Date. Enter the date the NAVMC 10772 was completed at the originating point.

d. All other portions of Part I of the NAVMC 10772 are completed by personnel at MCLB Albany, GA and the publication sponsor.

e. Part II of the NAVMC 10772 is applicable to logistics maintenance data coding technical/mechanical applications other than publications.



f. As you can see, the NAVMC 10772 is a self-addressed type form. After the form is completed, supervisory personnel should check it for errors. To mail the form, simply fold it at the points indicated on the front of the form, staple it once, and drop it in a mailbox. The form is delivered to Marine Corps Logistics Base, Albany, Georgia, which is the agency designated to take corrective action this also can be done electronically.

#### 6. DISPOSITION OF EXCESS PUBLICATIONS

a. The following categories of publications will not be returned to the stock point and will be disposed of locally in the best interest of the government.

(1) Publications that are obsolete or unserviceable.

(2) Letter-type directives.

(3) Publications of a small cost; i.e., normally less than fifty dollars. The objective is disposal of all printed matter locally when the value is less than the administrative cost to return the material to the stock point.

(4) Publications not listed in the SL-1-2/1-3, except current joint and other service publications exceeding a value of fifty dollars, should be reported to the CMC (ARE) for determination of possible use by other services.

(5) Publications which have a change(s) incorporated in the basic manual.

b. All material returned to the stock point must be currently published in the SL-1-3 and shall be in "issue ready" condition without changes inserted by other than the original printing process.

(1) Publications in significant quantities such as ten or more copies may be returned to the stock point for reissue.

(2) Serviceable binders.

#### 7. PUBLICATIONS GUIDE FOR DEPLOYED UNITS

a. Deploying units will deploy with all publications except those publications that are unique to their geographical location.

b. Deploying units shall change (or cause the change to) the address of the IAC if distribution of publications is to be made to the deployed location.

c. Deployed units without direct access to their PL may transfer management of their PL to an activity having administrative control or a supporting unit if support is necessary. The commander of the unit preparing to deploy must consider the accuracy of the PL and any requirement for additional publications when determining what support is needed.

d. Upon completion of deployment, the commander must review and update the unit's PL to reflect current address and publication requirements.